

RESOLUTION NO. 3308-B

PROVIDING THAT IF SALARY INCREASES ARE  
GRANTED TO CITY EMPLOYEES DURING FISCAL  
YEAR 1969-70 THEY WILL BE EFFECTIVE AS  
OF SEPTEMBER 1, 1969

RESOLVED, by the City Council of the City of Lodi that  
if any increases in salary **ranges** of City Employees **are** granted  
during fiscal year 1969-70, such increases shall be effective **as**  
of September 1, 1969.

Dated: September 17, 1969

I hereby certify that Resolution No. 3308-B was  
passed and adopted by the City Council of the City  
of Lodi in regular meeting held September 17, 1969,  
by the following *vote*:

Ayes: Councilmen - Brown, Culbertson, Hunnell,  
Schaffer and Kirsten

Noes: Councilmen - None

Absent: Councilmen - None



Deputy City Clerk

**CITY OF LODI**  
**LIMITED CLASSIFICATION REVIEW**

**June 1969**

**Prepared for the City Council**

**Jerald Kirsten**  
Mayor

**Ben Schaffer**  
Vice Mayor

**Fred M. Brown**  
**James F. Culbertson**  
**Robert F. Hunnell**

**Harry A. Glaves, Jr.**  
City Manager

**Prepared by**

**CALIFORNIA STATE PERSONNEL BOARD**  
**Cooperative Personnel Services**

**KENNETH BYERS, Chief**  
**William A. Biehler, Northern California Manager**

**Merle F. Hauser**  
Survey Analyst

**Warren F. Schwegel**  
Survey Director

**Peter J. Strom**  
survey Analyst

**Jeanne Gibson**  
Survey Clerk

CALIFORNIA STATE PERSONNEL BOARD

## COOPERATIVE PERSONNEL SERVICES

1217 H Street  
Sacramento 95814714 W. Olympic Blvd.  
Los Angeles 90015Sacramento, California  
June 23, 1969City Council  
City of Lodi  
City Hall  
Lodi, California 95420Attention Mr. Henry A. Glaves, Jr.  
City Manager

Honorable Members

We are pleased to submit the findings and recommendations of our limited classification review. The review was performed in accordance with the terms of the contract between the City of Lodi and the State Personnel Board.

This report contains an explanation of survey objectives and procedures as well as specific comments and recommendations on the 50 positions referred for classification review. New and revised class specifications are included at the end of the report.

We are pleased to again have had the opportunity to assist the City of Lodi by conducting this review. We express our appreciation for the cooperation and assistance given by all personnel contacted during the course of the study.

Very truly yours

Warren F. Schwegel  
Survey DirectorMerle F. Hauser  
Survey AnalystPeter J. Strom  
Survey Analyst

WFS:MFH:PJS:jg

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## SURVEY OBJECTIVES AND PROCEDURES

### Objectives

In conducting this limited classification review, the survey staff had the following **major** objectives:

1. To recommend revisions in your current position classification plan **so** that the plan will systematically describe the kinds of work currently performed by employees, delineate the levels of responsibility and difficulty which that work involves. and provide a firm basis for salary-setting purposes.
2. To revise or prepare new class specifications for those classes surveyed. These specifications are the basic administrative tool used in maintaining the classification plan and in other personnel administrative activities.

### Procedures

The following procedures were followed in conducting the review:

1. Employees whose positions were referred to us for classification study were asked ~~to~~ describe their jobs in detail ~~on~~ a job description form provided by Cooperative Personnel Services. ~~The~~ job descriptions were reviewed by supervisors and department heads for completeness and accuracy.
2. **A** review of the completed **forms** was performed by Cooperative Personnel Services. Subsequently, employees were interviewed to supplement our understanding of their jobs. Discussions were also held with the administration and supervisors to further supplement our understanding of particular jobs, and to **gain** an understanding of organizational settings.
3. ~~We~~ developed classification ~~recommendations~~ for the 50 positions referred to us. These ~~recommendations~~ are based ~~on~~ internal job comparisons and relationships. Current duties and responsibilities were measured in this process. No labor market salary data were gathered in this classification review.

## JOB FACTORS AND CLASSIFICATION

Position classification **is** largely a judgmental process, performed with the advantage of the analyst's prior experience with similar positions. It involves detailed consideration of a wide variety of elements or factors which characterize all positions. The following are examples of these job elements:

- Kind or nature of work. **i.e.**, clerical. law enforcement, engineering, maintenance, analytical, etc.
- Difficulty of work - difficulty of decisions; skill, mentality training. experience, and analytical requirements; initiative; cooperation and contact with others; complexity of duties - the variety of elements or tasks assigned, abstract concepts dealt with and the amount of new procedures to be learned.
- Responsibility - organizational responsibility for decisions; supervision received.
- Supervisory responsibilities.
- Administrative responsibilities.
- Attention required - alertness and concentration required by the job.
- Physical application - muscular effort, dexterity, and coordination required by the job.
- Job conditions - includes extreme hazards and other conditions beyond the employee's control which may affect his mental or physical well-being.

Job elements of this type are studied during analysis of each individual position. They are then compared with the ~~same~~ elements in positions which involve similar kinds of work. Not all such factors will be pertinent to all positions, and each job element is weighed **in** accordance with the importance of that particular factor to the kind of job under study.

Consideration of these job elements leads to the identification of various job classes. More specifically, positions are normally divided first into groups which involve the same kind of work. and. subsequently into levels of responsibility within each grouping by kind.

**As** is apparent - **no** consideration is given to the employee's efficiency or personal abilities. Job classification classifies the job - not the ~~man~~.

## SPECIAL COMMENTS

### Maintenance Classes

We were asked to study the classification plan for the working-level maintenance positions in the City's Streets, Water and Sewer, Operations, and Recreation and Parks Departments which are currently allocated to the classes of Maintenance Man I, II and III. As a result of this study, we are presenting two major recommendations; first, a revised three-level maintenance class series with an additional class of Tree Trimmer, and secondly, a separate group of park maintenance classes for positions in the Recreation and Parks Department. These changes will more accurately reflect the types and levels of work being performed by City maintenance employees and will provide a more definable and effective basis for comparison with similar positions in other cities for salary setting purposes.

In developing our recommendations, we were asked to place particular emphasis upon the problem of position comparison in the salary survey process, with specific reference to those positions currently allocated to the classes of Maintenance Man I and II. Under this general direction and based upon our study of the City's maintenance jobs and a survey of classification practices in Lodi's 15 "salary survey cities", we recommend the following class series: a class of Maintenance Man I for incumbents on a training status or those positions with routine, generally unskilled assignments requiring only the occasional use of medium duty trucks or light equipment; a class of Maintenance Man II for positions requiring the regular operation of medium duty trucks and light equipment and the performance of semiskilled work such as that required of experienced members on the City's street and water crews; a class of Maintenance Man III for those positions requiring the regular operation of heavy equipment such as motor graders, D-7 bulldozers and cranes; and a class of Tree Trimmer for those positions involving high climbing and skilled tree trimming as a major work assignment. In addition, we suggest that the present class of Laborer be absorbed by the revised class of Maintenance Man I. Until the City's next salary survey, we recommend that the revised classes remain on their currently assigned salary ranges and that the new class of Tree Trimmer be established at salary parity with the class of Maintenance Man III.

During our study we found those positions in the City's Recreation and Parks Department which are currently assigned to the classes of Maintenance Man I, II and III significantly distinct from similarly allocated positions in other areas of the City service. In order to more adequately distinguish these positions with respect to their duties and responsibilities, minimum hiring standards and level distinctions, we recommend their allocation to the following class series: the class of Park Maintenance Man I for those positions involving more routine park maintenance duties, such as raking, sweeping and watering, and not requiring the regular use of tractor-driven gang mowers or other light equipment; the class of Park Maintenance Man II for positions requiring the regular operation of tractor-driven gang mowers or the performance of semiskilled gardening or building maintenance work; the class of Park Maintenance Man III for the position currently responsible for supervising maintenance operations at the City's lake facilities and for any future positions

charged with similar supervisory responsibilities; a class of Park Foreman for the position placed ~~in immediate~~ charge of the major portion of the City's park maintenance operations; and the class of Park Maintenance Specialist for positions performing the more highly skilled and complex building maintenance and automotive repair work required by the department.

We recommend the classes of Park Maintenance ~~Man I~~ ~~II~~ and ~~III~~ be established at salary parity with the classes of Maintenance ~~Man I~~, ~~II~~ and ~~III~~ respectively. In addition, we ~~recommend~~ that the class of Park Maintenance Specialist be placed on the ~~same~~ salary range as Maintenance ~~Man III~~ and that the class of Park Foreman be assigned the ~~same~~ salary rate as the class of Street Foreman. During the next salary survey, we suggest that the City gather salary data for park maintenance ~~classes~~ for use ~~in setting~~ pay rates.

As noted above, specific attention was given to developing a recommended class ~~structure~~ which was ~~more~~ readily comparable to those existing in Lodi's 15 "survey cities". In our study of these cities, we found ~~con-~~siderable variety with respect to the specific details of their maintenance class structures. This, of course, makes total ~~comparability~~ impossible. However, the basic concepts and allocation standards which underlie each of ~~our recommended~~ classes are found embodied ~~in~~ the majority of the classification plans in these cities. This will provide a firmer basis for establishing the class comparisons necessary ~~in~~ the City's salary surveys.

Specifications for ~~new~~ and revised classes are contained at the ~~end~~ of this report.



## Engineering Aids

Four job description forms were submitted by employees whose positions are presently allocated to the classes of Engineering Aid I and II. All employees are responsible for the preparation of detailed engineering drawings, and occasionally for the operation of precision engineering surveying equipment. From our discussions with City officials and the employees, it appears that allocation to engineering aid classes is dependent upon the number of authorized positions in each class. This has had the effect of holding some positions in the Engineering Aid I class when, in fact, the employees are performing duties similar in terms of difficulty and responsibility to those in the Engineering Aid II class.

In our opinion, all of the positions in this group which were referred for study should be allocated to the Engineering Aid II class. We suggest that in the future, an employee be considered qualified for the higher-level class when he begins to perform the more difficult office and field engineering work. Under this concept, the Engineering Aid I class would be used as a training-level class, with positions eligible for reallocation to the Engineering Aid II class after an employee has spent approximately one year on the job.

A revised specification for the Engineering Aid I class, reflecting this recommendation, is included with this report.

## Dispatcher Clerk

Positions in this class exist in the Police Department and Fire Department. Positions in the class are required to receive incoming calls, to monitor communication equipment, to dispatch emergency vehicles, and to perform a wide variety of typing and record-keeping work in these departments.

The assigned duties and responsibilities, and the present classification practices, are similar to those we have encountered in other cities. Similar positions in other cities with which we are familiar are allocated to a "Dispatcher Clerk" or a "Communications Officer" class. Both male and female incumbents are employed in the comparable classes.

While it is true the duties involving receiving incoming calls and dispatching police vehicles are sometimes performed by "Desk Sergeants" in some public agencies, these positions are usually also assigned supervisory responsibilities over other law enforcement officers.

An incumbent whose position is allocated to the Dispatcher Clerk class in the Lodi Police Department presently works the day shift for one month, the swing shift for one month, the graveyard shift for one month, and the "fill-in" shift for one month. This last shift involves working day, swing, and graveyard shifts within the same week. Of the 15 cities comprising Lodi's salary survey group, we find that 13 have dispatcher clerk

classifications. Eight of these cities (Salinas, Napa, Modesto, Menlo Park, El Cerrito, Pittsburg, Chico and Tracy) require incumbents in these classes serve on rotating shift assignments. The rotational intervals average approximately three months and range from four weeks to six months. On the basis of this information, we do not feel that Lodi's present shift rotation arrangement warrants reallocation or classification adjustment for those positions currently allocated to the class of Dispatcher-Clerk.

The one position in the Lodi Fire Department is assigned to the day shift. However, he is subject to call-back during other shifts in cases of general alarms. He is compensated (at the rate of time and one-half off) when called back; however, the requirement to be available for call-back exists.

In our opinion, the present classification of these positions in the Police and Fire Departments is appropriate. However, we suggest this class be used as a bench mark class in the salary data collection the City will shortly undertake for the purpose of adjusting salaries for the coming fiscal year and that close consideration be given those rates gathered from cities requiring shift rotation for dispatcher clerks.

#### Police Clerk Positions

We were asked to study the City's two Police Clerk positions, currently held by Mrs. Reimche and Mrs. Handel, to determine if they were allocated to the proper classification.

At present, Mrs. Handel's major work assignment consists of a variety of typing, filing and other clerical work involved with the maintenance of police files, the preparation of reports, and the conduct of related department business. In addition, she occasionally acts as a matron in assisting with the arrest, booking, interrogation and movement of female subjects. We feel that these duties are appropriately described by the existing specification for the class of Police Clerk and that her position is properly allocated to this classification.

Mrs. Reimche performs a variety of typing, filing, record keeping and other clerical tasks associated with the conduct of police business and the maintenance of the department's payroll records and warrant files. She also performs matron duties similar to those being performed by Mrs. Handel. In addition, however, she acts in a secretarial capacity for the Chief and regularly takes and transcribes shorthand, providing most of the stenographic services required by the department. We believe these secretarial and stenographic duties warrant this position's allocation to the new class of Police Stenographer, which should be placed on a salary range 5% higher than that of Police Clerk.

A specification for this class is contained at the end of this report.

### Utility Plant Operator

Your City currently has two positions assigned to the Utility Plant Operator class. Employees in the positions perform a variety of duties relating to the Operation and maintenance of the City's central water and electrical control facility.

Duties include receiving and transmitting radio and telephone messages for both the Public Utilities and the Public Works Department. Readings from meters and other measuring devices are taken and recorded by the employees. Minor adjustments to control equipment may also be performed as necessary.

In addition to the above duties, employees in the present Utility Plant Operator class perform a variety of routine building and grounds maintenance work. This work involves general sweeping, washing, and related cleaning duties necessary to maintain the facility in a clean and orderly condition.

Our analysis of the present duties and responsibilities assigned to the above two positions indicates the existing classification level is generally appropriate. While we recommend no change in the current classification level, we are proposing that the existing class be retitled to Utility Services Operator I. This proposal would establish the class at the entry level where incumbents perform the more routine tasks involved in the operation and maintenance of the water and electrical control facility.

A revised written specification for Utility Services Operator I is attached at the end of the report.

### Utility Services Operator II

Based on information provided to the survey staff during the review, we are recommending that a vacant class of Utility Plant Operator II be established. This class, placed 5% above the retitled class of Utility Services Operator I, would serve as a full "journeyman" level class.

An employee placed in the Utility Services Operator II class would be expected to possess a thorough working knowledge of electrical control systems, and have complete switching jurisdiction over the City's water and electrical control operation. He would also be assigned to perform the more difficult and complex duties relating to the operation and maintenance of the central water and electrical control facility.

Placement of the proposed Utility Services Operator II class at the recommended level (5% above the Utility Services Operator I) would establish a uniform 5% class-salary relationship between the Operator I and II classes, and between the Operator II and the present Load Dispatcher class. Based on our understanding that the incumbent in the Load Dispatcher class would serve as a "leadman" over the operators, we believe the proposed relationships are appropriate in relation to the size of the water and electrical operation in your City.

It may be appropriate, at some future date, to abolish the Operator I class and have only the journeyman-level class. This would provide the City with full working-level operators, with the Load Dispatcher continuing to function at the leadman level.

In our review of the "utility operator" positions in your City, we checked with the Pacific Gas and Electric Company for comparison purposes. We found that a standard or uniform salary rate did not apply to the "operator" positions with PG 6 E. Varying salary rates based primarily on the size of the particular operation or station are currently in effect.

Based on an approximate flat monthly rate of \$725 paid by Pacific Gas and Electric to operators in their smaller stations - that we found to be most comparable in size to the operation in the City of Lodi - we believe placement of the proposed Utility Services Operator II class on range 24 (\$660-801) of your salary schedule will allow your City to recruit and retain competent personnel.

A class specification for the proposed Utility Plant Operator II class has been prepared and is attached to the end of the report.

## POSITION ALLOCATION LIST

Incumbent	Present Title	Proposed Title
STREET DIVISION		
Haupt. A.	Maintenance <del>Man</del> III	Maintenance Man III
Schmoll, E.	Maintenance <del>Man</del> III	Maintenance Man III
Fraser. W.	Maintenance <del>Man</del> III	Tree Trimmer
Jackson. D.	Maintenance <del>Man</del> III	Tree Trimmer
Koepplin, R.	Street Painter	Street Painter
Aman, V.	Maintenance <del>Man</del> II	Maintenance Man II
Kves. G.	Maintenance <del>Man</del> II	Maintenance Man II
Mittelsteadt, R.	Maintenance <del>Man</del> II	Maintenance <del>Man</del> II
Rempfer, O.	Maintenance <del>Man</del> II	Maintenance <del>Man</del> II
Scheideman. C.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> I
Smatsky. A.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> I
WATER AND SEWER DIVISION		
Lachenmeier. H.	Maintenance <del>Man</del> II	Maintenance Man III
Little, D.	Maintenance <del>Man</del> II	Maintenance Man II
Pechin. D.	Maintenance <del>Man</del> II	Maintenance <del>Man</del> II
Strohmaier, J.	Maintenance <del>Man</del> II	Maintenance <del>Man</del> II
Ahart, G.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> I
Baltzer, W.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> II
Martel, A.	Maintenance <del>Man</del> I	Maintenance Man I
Quashnick. J.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> II
Schlabs. L.	Maintenance <del>Man</del> I	Maintenance <del>Man</del> I
RECREATION AND PARKS DEPARTMENT		
Freshour. E.	Maintenance <del>Man</del> III	Park Foreman
Mendez, J.	Maintenance <del>Man</del> III	Park Maintenance <del>Man</del> III
Baumbach, W.	Maintenance <del>Man</del> II	Park Maintenance <del>Man</del> II
Freshour. R.	Maintenance <del>Man</del> II	Park Maintenance Specialist
Mason, E.	Maintenance <del>Man</del> II	Park Maintenance Man II
Beatty. W.	Maintenance <del>Man</del> I	Park Maintenance <del>Man</del> I
Carli. R.	Maintenance <del>Man</del> I	Park Maintenance <del>Man</del> I
Daijogo. K.	Maintenance <del>Man</del> I	Park Maintenance <del>Man</del> I

Position Allocation List - 2

Incumbent	Present Title	Proposed Title
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RECREATION AND PARKS DEPARTMENT - contd.

Prey, R.	Maintenance Man I	Park Maintenance Man I
Gehring, A.	Maintenance Man I	Park Maintenance Man I
Lux, R.	Maintenance Man I	Park Maintenance Man I
Ost, C.	Maintenance Man I	Park Maintenance Man I
Pepper, F.	Maintenance Man I	Park Maintenance Man I
Whiting, S.	Maintenance Man I	Park Maintenance Man I

OPERATIONS DIVISION

James. L.	Maintenance Men III	Maintenance Man III
Storck. J.	Maintenance Man II	Maintenance Man II
Weaver, G.	Maintenance Man I	Maintenance Man I

ENGINEERING DIVISION

Okamoto. J.	Engineering Aid I	Engineering Aid II
Ouye, W.	Engineering Aid I	Engineering Aid II
Tamura, K.	Engineering Aid II	Engineering Aid II
Thomas, W.	Engineering Aid I	Engineering Aid II

POLICE AND FIRE DEPARTMENTS

Haas, A.	Dispatcher Clerk	Dispatcher Clerk
Kneeland. L.	Dispatcher Clerk	Dispatcher Clerk
Krews, H.	Dispatcher Clerk	Dispatcher Clerk
McKinley. J.	Dispatcher Clerk	Dispatcher Clerk
Wakai. L.	Dispatcher Clerk	Dispatcher Clerk
Handel, G.	Police Clerk	Police Clerk
Reimche. A.	Police Clerk	Police Stenographer

UTILITIES DEPARTMENT

Fischer. M.	Utility Plant Operator	Utility Services Operator I
Pool, D.	Utility Plant Operator	Utility Services Operator I

ALPHABETICAL LIST OF CLASSES

Engineering Aide I

Maintenance Man I

Maintenance Man II

Maintenance Man III

Park Foreman

Park Maintenance Man I

Park Maintenance Man II

Park Maintenance Man III

Park Maintenance Specialist

Police Stenographer

Tree Trimmer

Utility Service Operator I

Utility Service Operator II

## ENGINEERING AIDE I

### DEFINITION

Under general supervision. to perform rod and chain work with an engineering survey party; to do routine engineering office work; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Engineering Aid series. An incumbent in this class performs rodman or chainman duties in the field. In the office an employee in this class assists professional and sub-professional personnel by performing assigned routine computing, drafting, and related duties. Employees whose positions are allocated to this class are usually considered to be in a training status, and as assigned duties and responsibilities increase they may reasonably expect their positions to be allocated to the Engineering Aid II class. Positions assigned only routine and repetitive duties should be permanently allocated to the Engineering Aid I class.

### EXAMPLES OF DUTIES

Serves as rodman or chainman in performing supervised work with an engineering survey party in the field; in a training capacity, may operate transits and levels as instrumentman on the survey party; takes simple survey notes. does such engineering drawing as tracing maps and simple construction plans and diagrams; draws details from rough layouts of drawings; letters either freehand or with the aid of mechanical lettering devices; maintains drafting supplies and equipment; copies data. computes areas and tabulates readings; makes mathematical computations; may operate blueprint machine and develop prints; may take traffic counts and assist in traffic surveys and related projects.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Drafting methods, techniques and equipment;
- The principles and uses of algebra, geometry, and trigonometry;
- Elementary engineering survey principles and practices.

and

#### Ability to:

- Do simple drafting neatly and accurately;
- Solve problems and make Computations using algebra, geometry, and trigonometry;
- Follow oral and written directions.

and



**Engineering Aide I - 2**

**Experience:** No experience required.

**and**

**Education:** Equivalent to completion of the twelfth grade supplemented by courses in algebra, geometry, trigonometry and mechanical drawing.

## MAINTENANCE MAN I

## DEFINITION

Under supervision, to perform a variety of semiskilled and unskilled manual tasks; and to do related work as required.

## DISTINGUISHING CHARACTERISTICS

This is the entry-level class for maintenance positions in the Street and Sewer and Water Departments. Positions in this class perform routine unskilled laboring duties and may learn to perform the semiskilled maintenance work characteristic of the Maintenance Man II class. Under this training concept, employees hired in the Maintenance Man I class may reasonably expect their positions to be reallocated to the Maintenance Man II class as they receive work assignments requiring more skill and the regular operation of trucks and light equipment. However, those positions which perform only routine, unskilled manual laboring tasks not requiring the regular operation of trucks and light equipment should remain allocated to the Maintenance Man I class indefinitely.

## EXAMPLES OF DUTIES

Works as a member of a street, water, or sewer crew, or performs routine grounds, cleaning, and maintenance tasks at the City's water pollution control plant, or sanitary landfill facility. Lifts and moves heavy objects; lifts and carries stones, boxes, gravel, dirt, asphalt, timber and other materials and equipment as directed; performs pick and shovel work in digging, widening and backfilling trenches and other excavations; sweeps, clears and cleans roadsides, gutters, curbs, culverts, catch basins and other drainage structures; removes debris and clears away undergrowth; uses such tools as shovels, rakes, jack-hammers, compressors, spray rigs, and tampers; assists in preparing surfaces for painting and in applying asphalt, macadam, concrete and premixed materials to streets and other roadways; assists in raking, smoothing and tamping patches; assists in laying pipes and sewer lines; uses caulking tools to fit pipes together; assists in making taps and connections to mains; as a member of a street painting crew assists in setting cones, directing traffic, laying forms, and in cleaning and caring for equipment and supplies; at the City's Water Pollution Control Plant mows lawns, weeds and cleans grounds, removes grit from plant, washes tanks, and otherwise assists in a routine maintenance in cleaning of plant facilities; at the City's sanitary landfill facility, directs traffic, cleans and sweeps banks and ramps, moves ramps and timbers, fights fires and patches surface areas; in all assignments may operate power and automotive equipment temporarily or in a training capacity; cleans and maintains basic tools used on the job.

LICENSE

Possession of an appropriate **California** operator's **license** issued by the State Department of **Motor** Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

The uses and purposes of various hand **tools** employed in basic laboring work;

The safety precautions and practices necessary in working with hand **tools** and heavy equipment.

and

Ability to:

Read, write and understand English;

Understand and accurately **follow** oral directions;

Perform heavy manual labor;

Work outdoors under adverse weather conditions.

and

Experience: None required.

and

Education: Equivalent to completion of the eighth grade.

## MAINTENANCE MAN II

## DEFINITION

Under general supervision, to perform a wide variety of semiskilled work in the repair and maintenance of City streets, sewer and water systems ~~or~~ other facilities; to operate medium duty trucks and light equipment; and ~~to~~ do related work as required.

## DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to the Maintenance Man II class generally work as crew members in either the Street ~~or~~ Sewer and Water Departments ~~or~~ at the City's sanitary landfill facility. Incumbents occasionally work independently and may supervise a helper as required by the nature of the assignment. Employees whose positions are allocated to the Maintenance Man II class are expected to perform semiskilled tasks without close ~~or~~ continuous supervision or to operate medium duty trucks or light equipment as a principle part of their work assignment.

## EXAMPLES OF DUTIES

Breaks through, lays, rakes, and finishes asphalt and concrete materials in the patching, repair and construction of City streets, curbs and sidewalks; removes debris from roadways, catch basins, and other City property; cleans and unplugs sewer lines; replaces broken sewer piping; digs out and backfills trenches in performing installation and repair work on sewer and water lines; replaces broken water piping; taps water mains and installs new water service; installs fire hydrants; locates and maps water lines and valves; checks water pumping equipment and performs mechanical repairs as necessary; operates rollers, loaders, light tractors, medium duty trucks, and ~~rodding~~ machines as a regular assignment and may operate graders, bulldozers, or cranes ~~on~~ a temporary basis or ~~as~~ a training ~~assignment~~; may operate a chipper ~~when~~ on a tree ~~trimming~~ crew, and assist the tree ~~trimmer~~ by throwing lines, lowering branches and supplying tools; at the City's sanitary landfill facility directs traffic, collects money, keeps records, cleans and sweeps banks and ramps, moves ramps and timbers, fights fires, and patches surface areas.

## LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, practices, and materials used in street, sewer and water maintenance work;

The operation and minor maintenance of power-driven equipment including medium duty trucks, loaders, chippers, and related equipment;

Tools used in street, sewer and water construction maintenance work;

Safe work practices.

and

Ability to:

Perform semiskilled maintenance work related to the activities of the department to which assigned;

Perform heavy manual labors;

Operate assigned equipment with skill and safety;

Understand and carry out oral and written directions;

Maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of maintenance experience comparable to that of a Maintenance Man I in the City of Lodi, including the operation of light power-driven equipment in a training capacity.

and

Education: Equivalent to the completion of the eighth grade.

## MAINTENANCE MAN III

### DEFINITION

Under general supervision, to operate heavy automotive maintenance and construction equipment; to perform a variety of skilled and semi-skilled maintenance work; to act as a leadman; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

The class of Maintenance Man III is distinguished by its leadman responsibilities and the requirement that incumbents regularly operate heavy automotive equipment with a minimum of supervision.

### EXAMPLES OF DUTIES

Functions as the heavy equipment operator for a street or sewer and water crew; operates graders, bulldozers, rollers, and cranes; when equipment operation is not required, performs a variety of semiskilled or unskilled maintenance tasks in the repair and construction of City streets, curbs and sidewalks and in the construction and maintenance of City water and sewer lines; acts as a leadman in the absence of the foreman.

At the City's sanitary landfill facility, supervises assigned crew, operates a bulldozer, directs traffic and keeps records of cash and charge accounts.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

Knowledge of:

- General construction maintenance materials, procedures and equipment with particular reference to street, sewer and water operations;

- The operation and minor maintenance of heavy automotive maintenance and construction equipment;

- Safe work practices.

and

Ability to:

Perform semiskilled and skilled maintenance **work**;  
operate such power-driven equipment as graders, bulldozers,  
cranes, and rollers;  
Perform heavy manual labor;  
Organize and supervise the work of others;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships  
with those contacted in the course of work.

and

Experience: Three years of increasingly responsible experience  
in construction and maintenance work.

and

Education: Equivalent to completion of the eighth grade.

## PARK FOREMAN

### DEFINITION

Under direction, to plan, lay out, supervise, and participate in the work of a large park maintenance crew involved in developing, maintaining and improving City park and recreational areas, buildings, and equipment; to prepare work and time reports on subordinate personnel; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

The class of Park Foreman is distinguished from the class of Park Maintenance Man III by its responsibility **for** the supervision **of** a large crew of park maintenance men working separately in the various City parks.

### EXAMPLES OF DUTIES

Plans, lays out and supervises the work of a crew of park maintenance men engaged in constructing and maintaining park and other recreational and athletic areas, repairing small structure; caring for parks and play fields, assembling recreation equipment and maintaining and repairing park equipment; supervises mowing, watering, raking, and general cleaning activities; instructs subordinates in park maintenance tasks and personally performs the more difficult tasks; inspects assigned park and recreational areas to locate and determine the need for and extent of repair and maintenance activities; repairs and sharpens lawn mowers; operates light and medium duty automotive equipment; requisitions supplies and keeps records of materials, equipment, and supplies; prepares work schedules; prepares time and work reports for subordinate personnel.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of **Motor** Vehicles.

### DESIRABLE QUALIFICATIONS

Knowledge **of**:

Standard practices, equipment, tools, and materials used in park and recreational maintenance **work**;

The occupational hazards and safety precautions of grounds maintenance work.

and



Ability to:

Plan, organize, and supervise the work of subordinates and provide appropriate advice and assistance on park and recreational maintenance problems;  
Understand and carry out Park Department policies and written and oral directions;  
Adapt available tools, supplies, and equipment to particular grounds maintenance problems;  
Keep records and prepare work and time reports;  
Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Four years of increasingly responsible experience in the maintenance and construction of park facilities, at least one year of which is comparable in type and level to work being performed by the classes of Park Maintenance Specialist or Park Maintenance Man III in the City of Lodi.

and

Education: Equivalent to completion of the eighth grade.

## PARK MAINTENANCE MAN I

### DEFINITION

Under supervision, to perform the more routine work in the maintenance of parks and other areas; to clean and maintain equipment and facilities; and to do related work as required.

### EXAMPLES OF DUTIES

Waters, mows, weeds, trims, and fertilizes lawns, rakes leaves, cleans walks, fields, courts, and other facilities; plants, transplants, removes, fertilizes, cultivates, waters, and sprays flowers and ornamental and foundation shrubs; picks up paper and debris; may operate power mowers, edgers, and other equipment; may drive vehicles, as required; assists in moving and installing park recreation facilities; performs basic maintenance work, keeping tools and other supplies in proper condition; performs unskilled work in the construction and repair of park structures and equipment; on a temporary or training basis, may operate tractor-driven gang mowers and other light equipment.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Basic methods, tools, materials, and equipment used in park maintenance work;
- Safe work practices.

and

#### Ability to:

- Perform general park maintenance work;
- Use hand and power tools required of park maintenance work;
- Perform heavy manual labors;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: None required.

and

Education: Equivalent to completion of the eighth grade.

## PARK MAINTENANCE MAN II

### DEFINITION

Under general supervision. to perform a variety of semiskilled or skilled tasks in gardening and general grounds maintenance work; to operate tractor-driven gang mowers and other light equipment as a regular assignment; to maintain park facilities and equipment; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Park Maintenance Man I in that the Park Maintenance Man II performs the more complex and skilled assignments both in gardening and maintenance work and does not receive close or continuous supervision. Positions involving the regular operation of tractor-driven gang mowers or other light equipment should be allocated to this classification.

### EXAMPLES OF DUTIES

Plants, transplants. removes, fertilizes. cultivates. waters, and sprays flowers, shrubs, grass, and shade trees; spades, rakes, hoes, and otherwise prepares ground for planting; operates tractor-driven gang mowers, light tractors, power mowers. edgers, and other equipment; makes minor adjustments and repairs on equipment; makes minor repairs on irrigation systems and assists in trimming trees and shrubs, removing dead or diseased limbs or branches, using handsaws and other basic trimming devices; rakes leaves, cleans walks, courts and other park structures, and performs general grounds maintenance work; assists in the construction maintenance, and repair of park structures, performing semiskilled trade work.

### LICENSE

Possession of a appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods. tools, and techniques used in gardening and plant propagation work;
- Basic methods, tools, and materials used in building construction, maintenance. and repair work;
- Basic characteristics and control techniques of plant pests and diseases;
- Safe work practices.

and

Park Maintenance Man II - 2

Ability to:

Operate tractor-driven gang mowers, light tractors, and other assigned equipment with skill and safety;  
Perform semiskilled or skilled park maintenance work related to activities of the department where duties are performed;  
~~Perform~~ heavy manual labors;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of experience in park maintenance work similar to that of the class of Park Maintenance Man I in the City of Lodi.

and

Education: Equivalent to completion of the eighth grade.

## PARK MAINTENANCE MAN III

### DEFINITION

Under general supervision. to supervise and assist a crew of men in performing a variety of groundskeeping, tree, and park maintenance and construction duties: to operate power and light automotive equipment; to perform skilled work in the maintenance and construction of park facilities; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

The class of Park Maintenance Man III is distinguished by its responsibility for the supervision of a crew of men and for the performance of skilled work in the maintenance and construction of park facilities.

### EXAWLES OF DUTIES

Supervises and personally assists in the planting, transplanting, fertilizing, cultivating, watering, and spraying flowers, shrubs, grass, and trees; supervises and personally assists in the pruning and trimming of trees and bushes; supervises and personally assists in the installation and maintenance of irrigation systems; supervises and personally assists in the repair of park facilities. personally performing the more skilled tasks; supervises and personally assists in the construction of new park facilities including small structures, boat docks and retaining walls; supervises and personally assists in the general maintenance of park grounds including watering, raking, sweeping, and removing papers and other debris; lays out work schedules, assigns and reviews work of assigned crew. and prepares time and work reports on subordinate personnel.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Materials, equipment, and methods used in park maintenance work;
- Gardening methods, including planting, propagating, and caring for various flowers, plants, trees, shrubs, and lawns;

- The more common plant diseases and insect pests and the approved methods and materials used in controlling and eradicating them;

- Tools, methods, and materials used in construction and maintenance of park facilities;

- Safe work practices.

and

Ability to:

- Perform skilled park maintenance and construction work;
- Read and understand blueprints;
- Operate light power-driven equipment;
- Organize and supervise the work of subordinate personnel;
- Maintain records of time and materials;
- Plan and direct the construction of new park facilities;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Three years of increasingly responsible experience in the construction and maintenance of park grounds and facilities.

and

Education: Equivalent to completion of the eighth grade.

## PARK MAINTENANCE SPECIALIST

## DEFINITION

Under general supervision, to perform a variety of skilled and semiskilled work in the maintenance and repair of automatic sprinkler systems, tractor-driven gang mowers, plumbing, park structures, and other park facilities and equipment; to operate light equipment and movers as required; to purchase needed supplies and materials from suppliers; to assume leadman responsibilities in the absence of the Park Foreman and to lead a small crew of men as specifically assigned; and to do related work as required.

## DISTINGUISHING CHARACTERISTICS

The class of Park Maintenance Specialist is distinguished from the class of Park Maintenance Man II in that incumbents are expected to perform skilled tasks in completing the most difficult maintenance and repair work to Recreation and Parks Department equipment and facilities. In addition, incumbents regularly assume leadman duties and responsibilities. This class is distinguished from the class of Park Maintenance Man III in that it does not entail a continuing supervisory responsibility, but is responsible for performing all major maintenance and repair work to the Department's tractor-driven gang movers and other equipment.

## EXAMPLES OF DUTIES

Installs and repairs automatic sprinkler systems; installs new sinks and toilets and performs a variety of plumbing maintenance work to toilets, faucets, sinks and drinking fountains; performs major repair work and overhaul on tractor-driven gang movers; sharpens mower blades; performs welding and cutting work; operates trucks, light tractors, mowers, and a variety of hand tools; purchases water and sewage pipes, sprinklers, lumber, hardware, paint, and other materials as needed from lumber yards, hardware stores, and other suppliers; performs a variety of skilled work in the construction of new park facilities; functions as a leadman over the Town park maintenance crew in the absence of the Park Foreman and leads a small crew as specifically assigned.

## LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

The methods, materials, and tools used in the various types of building construction, maintenance and repair work, including carpentry, plumbing, painting, cement, and masonry work;

Methods and materials used in the installation and repair of automatic sprinkler systems;

The **tools**, methods and materials used in the repair and maintenance of light automotive equipment;

Techniques of welding and sharpening lawn ~~mower~~ blades;  
Safe work practices.

and

Ability to:

Use tools and equipment common to building construction, maintenance, and repair work;

Perform skilled work in a maintenance and construction of park facilities and in the repair of automotive equipment;

Interpret and work from blueprints, diagrams, **and** sketches;

Operate trucks, light tractors and mowers;

Organize and direct the work of others;

Understand and carry out oral **and** written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Three years of experience in performing a **variety** of building trades and automotive repair work, preferably including some experience working with park and recreation facilities similar to those in the City of Lodi.

and

Education: Equivalent to completion of the eighth grade.



## POLICE STENOGRAPHER

### DEFINITION

Under general supervision to take and transcribe dictation; to provide responsible clerical assistance to the Police Chief, including screening incoming calls and visitors, arranging appointments, and composing routine letters; to do typing, filing, record keeping and specialized clerical work associated with the maintenance of police files and records; to perform the duties of a police matron; and to do related work as required.

### EXAMPLES OF DUTIES

Takes and transcribes dictation from the Chief and other Department personnel; answers and screens all incoming calls for the Chief; greets callers, sets appointments and maintains the Chief's calendar, and answers questions regarding departmental procedures and activities; composes routine letters for the Chief's signature; types from rough draft a variety of letters, requisitions and reports; maintains rosters, mailing lists, files, and card indexes; posts number of hours worked, rates of pay and vacation, sick leave, and overtime balances to payroll records; performs clerical work involved with the processing of warrants including logging, typing of work sheets. maintaining current files, preparing form letters involving the transfer or recall of warrants and providing information to interested parties regarding the current status of particular warrants; prepares and maintains a variety of departmental files including the Chief's confidential file; maintains schedule of police matron duty **hours**; and assumes the duties of the police clerk in her absence.

When acting **as** a matron, aids male officer in making arrests of female subjects; assists in interrogations, transportation, booking, and searching of female subjects when required.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Modern office methods, procedures, and equipment;  
Rules of evidence concerning the search, seizure, and custody of female prisoners.

and

## Police Stenographer - 2

### Ability to:

- Learn police procedures and to assume responsibility for performing assigned duties with a minimum supervision;
- Take dictation at a rate of not less than 90 words a minute and transcribe it accurately;
- Type accurately at a rate of 35 words per minute from clear copy;
- Follow written and oral directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: At least two years of general clerical, business, or record keeping work.

and

Education: Equivalent to completion of the twelfth grade.

## TREE TRIMMER

### DEFINITION

Under general supervision, to perform high climbing and operate a powered boom in the trimming and topping City trees; to operate and maintain climbing and trimming equipment; to perform general street maintenance work as needed; and to do related work as required.

### EXAMPLES OF DUTIES

Uses ropes, saddles, aerial lift, and hand and power saws to climb and trim trees; rigs ropes in trees and determines placement of ropes for easiest and safest removal of limbs; determines limbs to be removed; checks location of power lines, men, equipment, pedestrians, and traffic before cutting limbs; cleans and maintains climbing and trimming equipment; when not climbing, assists ground man in the operating the chipper and in removing debris from the work area; assists with leave cleanup during the fall season; performs general maintenance work on a street repair crew as needed.

### LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Materials, equipment, and methods used in the trimming and removal of trees;

Safety methods relating to the trimming and removal of large trees and populated areas.

and

#### Ability to:

Consistently work safely and efficiently in tall trees;

Use hand- and power-tools skillfully;

Maintain and operate tree trimming equipment;

Check and recognize defects in tree climbing and trimming equipment similar to that used in the City;

Understand and carry out directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

and

**Tree Trimmer - 2**

**Experience:** Two years of experience in tree maintenance work involving climbing and trimming tall trees.

**and**

**Education:** Equivalent to completion of the eighth grade.

## UTILITY SERVICE OPERATOR I

### DEFINITION

Under general supervision, to assist **in** the operation of the City water and electrical control systems **on** an assigned shift; to receive, transmit and **log** radio or telephone messages; and to do related work as required.

### EXAMPLES OF DUTIES

Inspects and monitors the operation of water and electrical control systems; reads and records pertinent data from station **meters**; notes high power usage periods; receives radio and **telephone** calls **for** Public Works and Public Utilities Departments; relays or **coordin-**aces various service calls; maintains accurate **log on** messages received and transmitted; maintains records **on** personnel entering **or** leaving high voltage areas; **may** manually switch circuits to control or balance loads; **may** turn electrical power systems off or **on** as necessary; keeps building and ground facilities **in** a clean and orderly condition.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Basic principles of water and electrical distribution systems and equipment;

Methods, materials, and equipment used in the operation and maintenance of water and electrical systems.

and

#### Ability to:

Learn **to** inspect and monitor water **and** electrical control systems;

Keep accurate records **on** control operations;

Operate radio and telephone communications equipment in dispatching personnel and equipment;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships.

and

Experience: One year of increasingly responsible experience **in** a water **or** electrical utility department.

and

Education: Equivalent to completion of the twelfth grade.

## UTILITY SERVICE OPERATOR II

### DEFINITION

Under direction, to have charge of the City water and electrical control systems **on** an assigned shift; to operate a variety of technical substation and field switching equipment and other system devices; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the full journeyman-level operator class. Positions assigned **to** this class are required to have a complete working knowledge of water or electrical control systems and devices. **An** employee in this class is expected to perform the more complex and responsible operator duties under a minimal amount of supervision.

### EXAMPLES OF DUTIES

Evaluates, inspects, and operates City water and electrical control systems; reads and interprets various diagrams relating **to** water or electrical control systems and operations; directs and assists **in** field or substation switching operations; reads and records pertinent data from station meters; maintains various **logs** and records **on** facility operations; checks utility system disturbances and takee the necessary steps for proper corrective procedure; insures that proper safety procedures are followed and that safety devices are correctly being used; performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition; assists in training other operators.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles of water and electrical distribution systems and equipment;
- Methods, materials, and equipment used in the operation and maintenance of water and electrical systems;
- Safe work practices.

and

#### Ability to:

- Take charge of switching procedures for City water and electrical systems;
- Read and interpret various diagrams and metering devices;
- Think and act quickly in emergencies, and to judge situations accurately;
- Haintain accurate records and to prepare reports;
- Establish and maintain cooperative working relationships.

and

**Utility Service operator II - 2**

**Experience:** Three years of increasingly responsible experience  
in a electrical utility department.

**and**

**Education:** Equivalent *to* completion of the twelfth grade, preferably  
supplemented by electrical trade courses.